



### ***“Pass the First Time” Guarantee Conditions***

Guarantee Eligibility Details:

1. Proof of purchase.
2. Attend **19 out of 20 LIVE sessions** of the Certified Payroll Professional Boot Camp course. The On Demand sessions **do not** take the place of attending the LIVE sessions.
3. You are allowed to **miss 1 session**; however, you are **required** to view the On Demand session **within a week** of the missed class in order to be eligible for the guarantee.
4. Completion of all PayTrain module quizzes and achieving a score of 80% or better on the PayTrain post-test, prior to taking the CPP exam, is required.
5. Proof of not passing the CPP exam is required.

Participants must take the Certified Payroll Professional exam in the exam window currently open when the Certified Payroll Professional Boot Camp class ends.

To attend the next Certified Payroll Professional Boot Camp under the guarantee eligibility, participants **must** contact APA by the end of the week following the last testing date of the exam window. Contact [paytraininstructors@americanpayroll.org](mailto:paytraininstructors@americanpayroll.org) for guarantee eligibility.

*This offer applies ONLY to attendance at APA's Certified Payroll Professional Boot Camp. Complimentary registration is only for the next regularly scheduled Certified Payroll Professional Boot Camp virtual preparation course. You may attend a free Certified Payroll Professional Boot Camp virtual preparation course only one time.*

*Offer does not apply to College/University partner programs, Chapter Study Groups, Self-Study preparation including purchase of the PayTrain® learning system, or corporate programs with or without an APA instructor.*